



THIS GUIDE BELONGS TO:

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*smart, safe schools*



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## Logging In

To access Parent express, parents will login to SIS express using the account information provided.



The image shows a login form for SIS express. At the top is the SIS express logo, which includes a stylized blue and white train engine. Below the logo are two input fields: one for 'User Name' and one for 'Password'. A 'Login' button is positioned below the password field. At the bottom of the form, there is a red warning message: 'This system is authorized for NNPS use only.' followed by a copyright notice: 'Copyright © 2010 Century Consultants, Ltd. All rights reserved.'

Type your Username and Password exactly as it was issued to you.

Username format: NN.Firstname.Lastname

Password format: PE##### (passwords are case sensitive)

Click Login

Note:

- If you Do Not have a Username or Password, please contact your student's school.
- If you misplace your username and/or password or are locked out of your account, you MUST report to your child's school to have it reset.
- Parents MUST have a valid email address on file at their child's school.

## Parent Dashboard

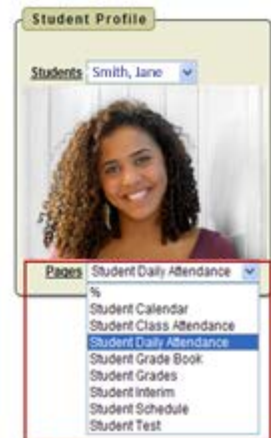
The Parent Dashboard will display after you login. This screen contains the Student View widget, which will display any daily attendance absence or tardy codes that have been entered for the selected student as well as the selected students name and photo (if available). The Students dropdown is how parents will access information on each of their students. Beneath the student's photo, you will see the Pages dropdown, which will give you access to additional student information.



The screenshot shows a widget titled "Student Daily Attendance" with a table of attendance records. The table has three columns: Date, Day, and Attendance Code. The records are as follows:

Date	Day	Attendance Code
10/05/2011	Thursday	Illness
09/29/2011	Tuesday	Late Bus
09/15/2011	Thursday	Unexcused Absence
09/12/2011	Monday	Late Bus

At the bottom right of the table, it says "1 - 4 of 4".

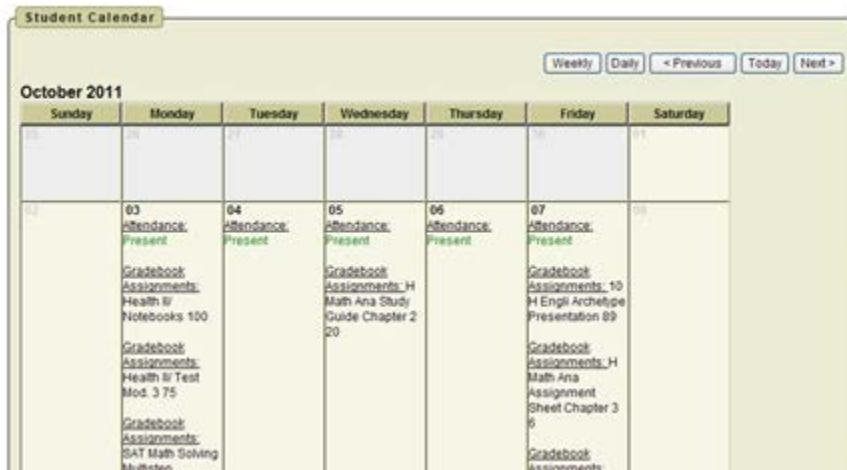


To View Student information:

1. At Students, select a student's name from the dropdown
2. At Pages, click the dropdown menu to select a page to view

## Student Calendar

The Student Calendar screen shows the calendar that the student is following during the school-year and displays the student's daily attendance on each day. You can choose to display a month, week or day in the calendar by clicking Weekly or Daily at the upper right of the calendar.



## Student Class Attendance (High School Only)

The Student Class Attendance screen shows the dates and classes for which the student was marked absent or tardy. The screen also includes an email link for the teacher who created the attendance. Class Attendance is only taken at the High School level.

Date	Day	Course	Period	Days	Teacher	Attendance Code
09/15/2011	Thursday	10 H English 1.2-001	01	MTWRF	Teacher 1	Tardy-Excused
09/12/2011	Monday	10 H English 1.2-001	01	MTWRF	Teacher 1	Tardy-Excused

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Note: If the student has no absences or tardies, parents will not see any information on this screen.

## Student Daily Attendance

The Student Daily Attendance screen shows the dates on which the student was marked absent or tardy from school. Future absences will also be shown, if entered.



Date	Day	Attendance Code
10/29/2011	Friday	Preamanged Absence
10/27/2011	Thursday	Preamanged Absence
10/26/2011	Wednesday	Preamanged Absence
10/25/2011	Tuesday	Preamanged Absence
10/24/2011	Monday	Preamanged Absence
10/07/2011	Friday	Tardy-Excused
10/06/2011	Thursday	Illness
09/20/2011	Tuesday	Late Bus
09/15/2011	Thursday	Unexcused Absence
09/12/2011	Monday	Late Bus

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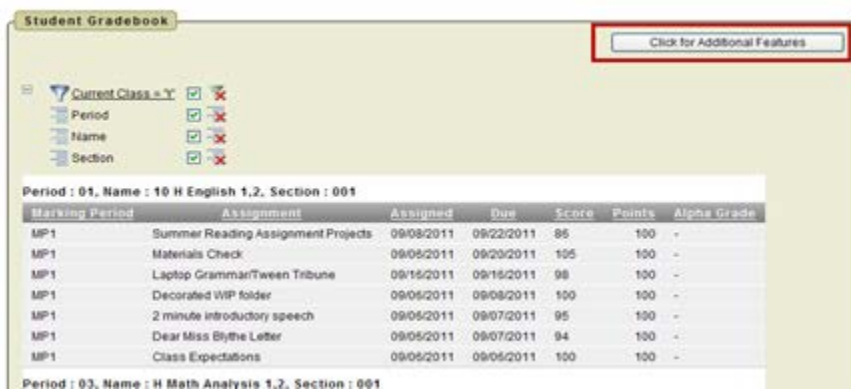


Note: If the student has no absences or tardies, parents will not see any information on this screen.

## Student Grade Book

The Student Grade Book screen shows the student's grades in each of the student's gradebook assignments in each marking period. This screen will display individual class assignments, test, quizzes, etc.

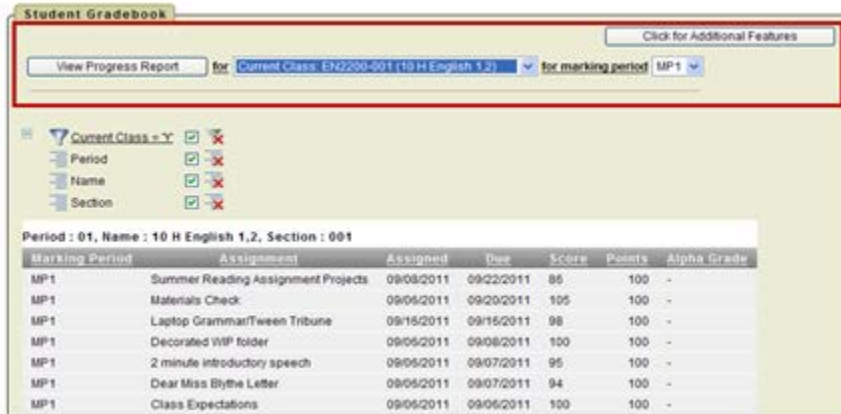
Parents may also view and print a current progress report by clicking the **Click for Additional Features** button.



Marking Period	Assignment	Assigned	Due	Score	Points	Alpha Grade
MP1	Summer Reading Assignment Projects	09/08/2011	09/22/2011	86	100	-
MP1	Materials Check	09/05/2011	09/20/2011	105	100	-
MP1	Laptop Grammar/Tween Tribune	09/16/2011	09/16/2011	98	100	-
MP1	Decorated W/P folder	09/06/2011	09/08/2011	100	100	-
MP1	2 minute introductory speech	09/05/2011	09/07/2011	95	100	-
MP1	Dear Miss Blythe Letter	09/05/2011	09/07/2011	94	100	-
MP1	Class Expectations	09/06/2011	09/06/2011	100	100	-



To View Additional Features:



1. Click the Additional Features button
2. At the dropdown, choose a class from the list
3. Click View Progress Report button
  - report opens in PDF format
4. Repeat above steps to view additional classes

### Newport News High School Progress Report 2011-2012

Student	Student ID#	Marking Period	Final Average	Final Grade
Smith, Jane	000000	MP1	95.87	A

Teacher	Name
NNPS Teacher	10 H English 1,2 (EN2200-001)

Assignment	Due Date	Category	Points	Score	Percent	Grade
Class Expectations	09/06/2011	Homework	100	100	100.00	A
Dear Miss Blythe Letter	09/07/2011	Class Work	100	94	94.00	A
2 minute introductory speech	09/07/2011	Class Work	100	95	95.00	A
Decorated WIP folder	09/08/2011	Homework	100	100	100.00	A
Laptop Grammar/Tween Tribune	09/16/2011	Class Work	100	98	98.00	A
Materials Check	09/20/2011	Quizzes	100	105	105.00	A
Summer Reading Assignment Projects	09/22/2011	Test/Essays/Major Assignments	100	86	86.00	B

Category	Weight	Percent	Grade
Homework	15.00	100.00	A
Class Work	20.00	96.33	A
Quizzes	30.00	105.00	A
Test/Essays/Major Assignments	35.00	86.00	B

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## Student Grades

The Student Grades screen shows the students' grades for each marking period.

**Student Grades**

Course Code: EN2200-001, Short Name: 10 H Eng

Marking Period	Alpha Grade	Numeric Grade	Credit	Comment
MP1	A	98.56	-	(02) Performing on tests/quizzes. (06) Working independently. (19) Using time and materials wisely.

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**Student Profile**

Students: Smith, Jane

Pages: Student Grades

## Student Interim

The Student Interim screen shows the students' interim grades and other interim data for each interim period. There is also an email link for teachers.

**Student Interims**

Name: 10 H English 1,2, Section: 001

Period	Alpha Grade	Numeric Grade	Teacher
I1	A	95.73	<a href="#">Teacher 1</a>

Name: H Math Analysis 1,2, Section: 001

Period	Alpha Grade	Numeric Grade	Teacher
I1	B	84.35	<a href="#">Teacher 2</a>

Name: Health II/Driver Ed, Section: 003

Period	Alpha Grade	Numeric Grade	Teacher
I1	C	78.1	<a href="#">Teacher 3</a>

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**Student Profile**

Students: Smith, Jane

Pages: Student Interim

## Student Schedule

The Student Schedule screen shows the students' schedule of classes. There are also email links for the class teacher and student guidance counselor.

**Student Schedule**

Period	Semester	Course Code	Name	Days	Room	Teacher	Counselor
01	FY	EN2200-001	10 H English 1,2	MTWRF	115	<a href="#">Teacher 1</a>	<a href="#">Counselor</a>
02	FY	SS2300-001	AP World History 1,2	MTWRF	117	<a href="#">Teacher 2</a>	<a href="#">Counselor</a>
03	FY	MA4100-001	H Math Analysis 1,2	MTWRF	119	<a href="#">Teacher 3</a>	<a href="#">Counselor</a>
04	FY	WL0300-003	Spanish III 1,2	MWF	149	<a href="#">Teacher 4</a>	<a href="#">Counselor</a>
04	S1	PE0239-003	Health II/Driver Ed	TR	197	<a href="#">Teacher 5</a>	<a href="#">Counselor</a>
04	S2	PE2108-003	PE II Team Sports	TR	Gym	<a href="#">Teacher 6</a>	<a href="#">Counselor</a>
05	S1	MC0069-002	SAT / PSAT PREP	MTWRF	163	<a href="#">Teacher 7</a>	<a href="#">Counselor</a>

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**Student Profile**

Students: Smith, Jane

Pages: Student Schedule

# Student Test

The Student Test screen shows the student's scores on standardized and locally-generated tests.

**Student Tests**

Test Date	Test Code	Score Code	Score
05/13/2011	SOL EOC Algebra II (2001 Rev) / Algebra II (2001 Rev)	SOL Overall	430
05/13/2011	SOL EOC Algebra II (2001 Rev) / Analytical Geometry	SOL Strand 4	31
05/13/2011	SOL EOC Algebra II (2001 Rev) / Equations & Inequalities	SOL Strand 3	40
05/13/2011	SOL EOC Algebra II (2001 Rev) / Expressions & Operations	SOL Strand 1	32
05/13/2011	SOL EOC Algebra II (2001 Rev) / Relations & Functions	SOL Strand 2	29
05/13/2011	SOL EOC Algebra II (2001 Rev) / Systems of Equations/Inequalities	SOL Strand 5	40
05/13/2011	SOL EOC Biology / Biology EOC	SOL Overall	423
05/13/2011	SOL EOC Biology / Interaction of Life Forms	SOL Strand 4	28
05/13/2011	SOL EOC Biology / Life - Molecular & Cellular Level	SOL Strand 2	37
05/13/2011	SOL EOC Biology / Life - Systems & Organism Level	SOL Strand 3	37

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**Student Profile**

Students: Smith, Jane



Pages: Student Test

To view overall SOL scores:

1. Click Score Code column heading
2. Choose SOL Overall from dropdown
3. The system will display overall SOL scores.

**Student Tests**

Test Date	Test Code	Score Code	Score
05/13/2011	SOL EOC Algebra II (2001 Rev) / Algebra II (2001 Rev)	SOL Overall	430
05/13/2011	SOL EOC Algebra II (2001 Rev) / Analytical Geometry	SOL Strand 4	31
05/13/2011	SOL EOC Algebra II (2001 Rev) / Equations & Inequalities	SOL Strand 3	40
05/13/2011	SOL EOC Algebra II (2001 Rev) / Expressions & Operations	SOL Strand 1	32
05/13/2011	SOL EOC Algebra II (2001 Rev) / Relations & Functions	SOL Strand 2	29
05/13/2011	SOL EOC Algebra II (2001 Rev) / Systems of Equations/Inequalities	SOL Strand 5	40
05/13/2011	SOL EOC Biology / Biology EOC	SOL Overall	423
05/13/2011	SOL EOC Biology / Interaction of Life Forms	SOL Strand 4	28
05/13/2011	SOL EOC Biology / Life - Molecular & Cellular Level	SOL Strand 2	37
05/13/2011	SOL EOC Biology / Life - Systems & Organism Level	SOL Strand 3	37

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**Student Tests**

Score Code = "SOL Overall"

Test Date	Test Code	Score Code	Score
05/13/2011	SOL EOC Algebra II (2001 Rev) / Algebra II (2001 Rev)	SOL Overall	430
05/13/2011	SOL EOC Biology / Biology EOC	SOL Overall	423
05/13/2011	SOL EOC World Geography (2008) / World Geography EOC	SOL Overall	426
06/04/2010	SOL Grade 8 English: Reading (2002) / English RLR Grade 8	SOL Overall	437
06/04/2010	SOL Grade 8 Science (2003) / Science Grade 8	SOL Overall	487
05/13/2010	SOL EOC Geometry (2001) / Geometry EOC	SOL Overall	444
03/10/2010	SOL Grade 8 English: Writing (2002) / English: Writing Grade 8	SOL Overall	465
12/12/2009	SOL Civics & Economics (2001) / Civics & Economics	SOL Overall	448
06/04/2009	SOL Grade 7 English: Reading (2002) / English RLR Grade 7	SOL Overall	452
06/04/2009	SOL US History: 1877 to Present / U.S. History: 1877 to Present	SOL Overall	474

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## Logging Out

It is important to logout each time you are finished using Parent express. To exit the system, click the Logout link in the top right corner of the page.

Role | Parent | Go

NN.FIRSTLAST | [Logout](#) | [Help](#)

[» Dashboard](#)

## Parent Express Tips

- If you have questions about your username or password, please contact the building coordinator at your child's school during normal school hours.
- If you have questions about grades, please contact your student's teacher.
- There is a link to Parent express available directly from each school's web page.